



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

September 1, 2004

TO: Agency Directors

FROM: Marty Brown, Director *MB*

SUBJECT: 2005 SUPPLEMENTAL BUDGET SUBMITTALS

To prepare for the 2005 legislative session, we ask that you send your necessary supplemental budget requests to the Office of Financial Management (OFM) by Friday, October 15. Supplemental budget requests should only address critical and emergent issues, correct technical problems in the enacted budget, or deal with shortfalls or changes in mandatory caseload or workload.

Operating Supplemental Budget Requests

In submitting supplemental budget requests, use the decision package format described in the 2005-07 OFM Budget Instructions, ensuring that your justification fully describes why the cost could not be absorbed within your existing budget. Please reference the agency activity (or activities) affected by the decision package in the recommendation summary text portion of the decision package narrative. You do not need to assign the costs of the decision package to activities in the Budget Development System (BDS).

Agencies should use BDS to submit operating supplemental budgets electronically. They also should send five (5) paper copies of these supplemental budget request elements:

1. the Recommendation Summary report from BDS; and
2. justification in the standard budget decision package format for each item listed on the Recommendation Summary. (The appropriate format can be found in BDS and in the OFM Operating Budget Instructions at <http://www.ofm.wa.gov/budget/instructions/contents.htm>.)

Higher education agencies and agencies with transportation funding should send seven (7) copies, so we can include additional fiscal committees in our distribution to the House and Senate.

Please deliver the specified number of copies to:

Monique Martinez
Office of Financial Management
300 Insurance Building
P.O. Box 43113
Olympia, WA 98504

Capital Budget Supplemental Requests

If your agency has potential capital budget issues that need to be addressed in the 2005 legislative session, please contact your OFM capital budget analyst or Mike Roberts, Senior Budget Assistant for the Capital Budget, at (360) 902-0529 to notify them of your intent.

cc: Agency Budget Officers
 Agency Capital Budget Officers
 Jeff Doyle, House Transportation Committee
 David Schumacher, Senate Ways and Means Committee
 Dave Johnson, House Appropriations Committee
 Mike Groesch, Senate Highways and Transportation Committee
 Victor Moore, House Appropriations Committee
 Mike Wills, Senate Ways and Means Committee
 Charlie Gavigan, House Capital Budget Committee
 Brian Sims, Senate Ways and Means Committee